memorandum

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| to: | Principal goodwin |
| from: | omotayo adeshigbin |
| subject: | Truancy |
| date: | June 9, 2014 |
| cc: | contance franklin |
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Student truancy has been an increasing and ongoing issue at Redan High School. Not only does the absenteeism affect the student’s achievement but it also affects the teacher’s pass/fail rate which we are held fully accountable for. I want to bring awareness to the ongoing issue of truancy at the school by offering and creating a preventive program for students who are at risk of being truant. I would like to implement this program to target students who have accumulated at least 3 unexcused absences.

In order to combat this issue, we would need the effort of all faculty/staff, administrators, and parents to be involved! After every 4.5 weeks, Ms. Boger, the assistant principal of attendance, will compile a list of students who have accumulated at least 3 unexcused absences. Once, the list has been compiled, Ms. Boger will send the list of students to the counseling department. The counselor’s role will be to send an invitation to the students to report to the auditorium mid-September for an informative assembly on the risks of being truant. There, we will have Officer White and the school’s social worker inform the student of the seriousness of being truant. Once they have spoken, I will introduce the program and what it has to offer.

The main incentive of the program is that the students have the opportunity to reverse their unexcused absences by attending after school tutorial. Simply, for every unexcused absence, the student must attend 3 hours of after school tutorial for the specific class they were not present in, so for example, if a student has unexcused absences in two classes, then the student must complete at least 6 hours of after school tutorial to eliminate one of the absences for each class. When we provide an incentive to going to class, I believe the students would be more inclined to go and stay in class and not skip it. In addition to this incentive, I think it would be a great idea to have an end of the year ceremony recognizing the students who have made a valiant effort in participating in the program.

I understand that you’re busy and soon approaching retirement in a couple of months, but I think with everyone’s involvement, this program can be very successful. I have spoken with the school officer and social worker, and they are on board and excited about the proposal. Ms. Boger and the counselors have shown a great deal of interest in the proposal as well. At your earliest and best convenience, please contact me so we can talk in greater detail of the proposal, and again, thank you so much for taking the time out of your busy job to consider this proposal!